

1 Richmond Planning Commission

2 Regular Meeting

3 Wednesday, August 17, 2016

4 Approved Minutes

5 **Members Present:** Sean Foley, Joy Reap, Brain Tellstone, Alex Brosam, Marc Hughes, Clare
6 Rock (Staff)

7 **Absent:** Lauck Parke

8 **Others Present:** Bruce and Cara LaBounty

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10 Public Comment – n/a

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12 Zoning Change Request - Changes to Accessory Dwellings (Section 5.9), request by Bruce and
13 Cara LaBounty. The LaBounty's would like to request an increase from the 30% sq ft max
14 requirement or up to 1,000 sq for an accessory apartment and allow for up 2-bedrooms. The
15 LaBounty's also provided copies of the Jericho, Huntington, and Underhill accessory apartment
16 language. Discussion followed about other town's regulations and the statutory requirement as per
17 Chp 117 section 4412 and the intent of an accessory apartment. Rock suggested that as per section
18 4412 an accessory apartment is defined as an efficiency or one-bedroom. Discussion followed about
19 the (1)(F)(i) language and the ability to make a bylaw less restrictive.

20
21 Foley would like to request the LaBounty's provide some draft language along with a written
22 description of how the proposal meets the current town plan and how it is in-line with the new draft
23 plan and background analysis how what the impacts will be across town.

24
25 Discussion about whether the PC wants to take on a zoning change now, or does the PC bundle
26 them with other changes. Fausel referenced the Zoning Change Matrix which was prepared by Rock
27 a year or 2 ago which includes a list of proposed zoning changes. Discussion followed about the
28 pros and con's of taking on small zoning changes as we are in the town plan process.

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30 Motion by Fausel to move forward on making zoning changes to accessory dwelling to allow for
31 accessory apartment to be up to 75% of sq ft of the house or up to 1,000 sq ft whichever is less and
32 allow up to 2-bedrooms, seconded by Reap. Four in favor, 2 against Motion passes 4-2.

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34 Discussion followed with Rock asking if the motion was intended to provide the intent of the draft
35 language which will be reviewed at the next PC meeting as there was no clarity on specifically
36 where those proposed changes would be inserted within the text of section 5.9. Fausel followed up
37 with an amendment to the motion as follows:

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39 Fausel made a motion for 5.9 to read "c) The accessory dwelling shall be an efficiency or one-
40 bedroom or two-bedroom apartment that is clearly subordinate to the single-family dwelling and
41 has facilities and provisions for independent living, including sleeping, food preparation and
42 sanitation. d) The accessory dwelling shall not exceed 75% of the total habitable floor area of the
43 single-family dwelling or up 1,000 square feet, as determined prior to the installation or
44 construction of the accessory dwelling, seconded by...?

45
46 Discussion followed on whether the PC would want to review this draft language before officially
47 approving the changes and then moving onto holding a public hearing. Rock expressed reservations
48 about finalizing this language tonight before the PC having a chance to read the draft language at
49 their next meeting, providing the opportunity for further discussion, especially in regard to the
50 increase from 1-bedroom to 2-bedrooms.

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52 Reap made a motion to revisit this topic and review these draft changes at the next meeting,
53 seconded by Brosam, all in favor. So voted.

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Staff Updates & Administrative Items

Announcements & Updates – Rock reported the following:

- o Rock reached out to economic development committee, to see if they wanted to meet to talk about economic development ideas such as the Designated Downtown, currently waiting to hear back from Chair Paul Hauf. Reap is unsure if the committee is still active.
- o Public Safety Building scaled back to just police department, the committee hasn't met since June.
- o CCRPC will be presenting information on the Regional Energy Plan. Rock will ask CCRPC for the maps before their presentation, and to address Richmond's possibilities.
- o Municipal Day is coming up on Sept 9, 2016, Rock will be giving a presentation at this conference.
- o MPG announcement for the September 30 deadline. (Actually October 31, 2016)
- o The State will be undertaking a statewide parcel mapping initiative.
- o Creative Economy Meetings are happening, as organized by Steve May.

Approve meeting minutes

- Fausel made a motion to approve the April 27, May 18, June 1, June 15, June 21, and July 20 minutes
- Changes to the minutes include: July 20, change Brosam name, change Brosam's background (just put he grew up in Richmond), change Brian's name (not Brain).
- Make the minutes 1st on the agenda.
- Include the Town Plan Review Matrix as an attachment to the last minutes to provide the latest comments.

Town Plan

Transportation and Mobility Options – initial discussion. Comments from the PC included the need to cut down on the text...i.e. cut out the description of 89, RT2 and RT117. Put information about the Class 1 Highway Program in the appendices. Appendix to a separate document. Rock will try to shorten the next chapter version, by putting the data in the appendix. Rock handed out Current vs Proposed transportation goals for PC consideration.

Adjourn

Tellstone made a motion to adjourn, seconded by Reap, all in favor, so voted.

The meeting ending at 9:08pm
Respectfully submitted by Clare Rock, Town Planner